

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: BUYER II

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Purchasing Manager

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Three years of governmental purchasing experience, or four years of other purchasing experience in a related setting. A Bachelor's degree from an accredited college or university with a major in purchasing may substitute for one year of the required experience.

PREFERRED QUALIFICATIONS: Experience with the State's Procurement Code. Experience with the State's Automated Financial Information System (AFIS).

MAJOR DUTIES AND RESPONSIBILITIES: Under general supervision, acts to assure conformance with state purchasing laws and regulations. Receives and analyzes purchase requisitions for the purchase of goods and services. Reviews state supply agreements and vendor lists and catalogs, evaluates products and samples. Writes specifications for supplies, materials, equipment and services unavailable through state purchasing. May work with departmental representatives and specialists to refine specifications. Purchases from local, regional and national commodity suppliers. Composes invitations to bid. Contacts vendors. Conducts pre-bid conferences. Conducts bid openings. May manage the agency general fixed assets inventories. May administer contracts to ensure compliance with all provisions.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of purchasing practices and procedures; knowledge of a wide range of standard commodities and products, sources of supply, local markets and price trends. Ability to prepare detailed specifications and analyze multi-factor bids; ability to prepare and analyze technical specifications and bids; ability to apply sound critical judgment.